Bob Holden
Governor

Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
http://www.oa.state.mo.us/acct/

James A. Carder
Director
Division of Accounting

TO: Agency Payroll and Fiscal Officers

FROM: James A. Carder

DATE: January 22, 2002

RE: Cut-Off Schedule for SAM II/HR Accounting Adjustments

In order to control our data processing costs, we are implementing a quarterly cut-off schedule for SAM II/HR accounting adjustments. The SAM II/HR schedule will be similar to the current schedule for the SAM II/Financial system. Since we are implementing mid-year, we have modified the schedule to provide additional time for you to submit any remaining adjustments for the first six months of the fiscal year. The schedule for the remainder of this fiscal year will be as follows:

MONTH POSTED	CUT-OFF DATE	
July 2001 – September 2001	February 15, 2002	
October 2001 – December 2001	February 28, 2002	
January 2002 – March 2002	April 30, 2002	
April 2002	May 31, 2002	
May 2002	June 28, 2002	
June 2002	July 19, 2002	

All adjustments for posted transactions must be received in the Division of Accounting by the above cut-off dates. Documents submitted after the cut-off date must be accompanied by a strong justification. In order to reduce data processing expenses, the records for the months posted will be archived from the HR system after the Division of Accounting enters the adjustments. Approved exceptions to adjust archived records will require the expensive process of reloading the archived records to the HR system. These additional costs may be billed to the agency requesting the exception.

This year only, since the functionality of the one line to many lines adjustments will not be available until later in the fiscal year, we will process the one line to one line transactions upon receipt. OA will hold the one line to many lines adjustment requests for entry when the functionality is available.   However, this does not extend the cut-off dates for receipt of all adjustment requests. Please ensure that the information is correct for the adjustments submitted. Any rejects will be returned to the agency for immediate correction and resubmission.

For transactions originally posted during the last three months of the fiscal year, we have altered the quarterly cut-off schedule to a monthly schedule to ensure that we can enter all adjustment requests received. Please use the new PACC format attached to submit your adjustment requests to the Division of Accounting. When completing the PACC information please remember that:

- When using the MASS change function, the system will read and change every JVP for that payroll run that was charged to the old accounting distribution
- Fiscal month for July is 01, August is 02, etc.
- Percentage or Dollar Amount represents the percentage or dollar value of the New Distribution. When using the percentage based distribution, the total of the new lines must equal 100%. Agencies are limited to four decimal points (25% is entered .2500). When using the dollar based distribution method, the value must be between .01 and the dollar amount of the original accounting line. The total of all dollar amount lines must equal the amount of the original line.
- The Budget FY field is not required except for continuing appropriations.
- FM/FY will be inferred on the New Accounting Distribution. It is only required on the Old Accounting Distribution line.

If you have any questions regarding this schedule, please contact Vandee DeVore, (573) 522-5863.

JD:VD:tv/oper/cutoffscheduleforSAMIIHRaccountingadjustments

Attachment

PACC (Payroll Accounting Adjustments)

Gross-To-Net Run Number [ ]

○ Document ID   JVP [ ]
○ Mass

Old Accounting Distribution

Fiscal Month / Year [ ] / [ ]

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt

New Accounting Distribution

Budget Fiscal Year [ ]   Fiscal Month / Year [ ] / [ ]

○ Percentage
○ Dollar Amt

	Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										